

## Relative Adoption Requirements

1. A CERTIFIED COPY of birth certificate of ADOPTEE(S). It must have RAISED SEAL. Hospital verification or birth certificate verification without names of parent(s) is NOT acceptable. The ADOPTEE'S birth certificate will remain in the adoption file.
2. COPIES (not originals) of birth certificates of both petitioners, for verification of names.
3. COPIES (not originals) of Marriage Certificate for petitioners.
4. COPIES (not originals) of Divorce Decrees of ALL previous marriages for BOTH petitioners. Death Certificate, if marriage was terminated due to death of spouse.
5. COPIES (not originals) of any other pertinent legal parents regarding the child(ren), i.e., Order of Filiation (Support Order), Acknowledgement of Paternity, Name Change, Guardianship Papers, previous Adoption Order.
6. Letter of employment verifying place of employment, job classification, date of hire, current salary. (Applies to principal wage earner.) This includes petitioners who are self-employed.
7. Completed Adoption Questionnaire.
8. If obtainable, a letter of reference from your minister, priest or rabbi.
9. Petitioners must provide proof of how the child is related to them, i.e. COPIES (not originals) of birth Certificates and/or Marriage Certificates.
10. The most recent U.S. Income Tax Return and verification of financial status (bank accounts, stocks, bonds, IRA's, mortgages, loans, charge accounts, etc.). Indicate type of health insurance and life insurance coverage for family members.
11. A Consent to Adoption must be signed before the court by the child(ren)'s biological parents. The consent hearing will be scheduled after the Petition for Adoption has been filed. Petitioners must obtain the COMPLETE current or last known address of the parents and contact the child(ren's) parents with regard to this matter.
12. A child who is 14 years of age or older must sign a Consent to Adoption in the presence of a court referee. The consent hearing will be scheduled after the initial interview with petitioners.
13. In addition to the office interview, an appointment will be scheduled at the home of the petitioners to meet the adoptee(s) and other members of the family.
14. Your presence and that of the child(ren) will be requested at a hearing before a Family Court Judge to enter the Final Order of Adoption.